

Shrewsbury Public Schools

Mission

The Shrewsbury Public Schools, in partnership with the community, will provide students with the skills and knowledge for the next century, an appreciation of our democratic tradition, and the desire to continue to learn throughout life.

Descriptors of Key Concepts

Partnership With The Community

The Shrewsbury Public Schools will foster meaningful relationships with parents, local businesses, and the community at large that will result in broad understanding of the mission of the schools and the commitment to be involved.

Skills And Knowledge For The Next Century

The Shrewsbury Public Schools will provide its students with a highly-skilled teaching staff, a rich and varied curriculum, state-of-the-art technology, appropriate school facilities, and a school culture that promotes high standards of achievement for all students.

Appreciation of Our Democratic Tradition

The Shrewsbury Public Schools will model democratic values by encouraging student leadership on important issues, valuing diversity in the student population, and teaching our local and national heritage.

Desire To Continue to Learn Throughout Life

The Shrewsbury Public Schools will emphasize inquiry-based instruction, problem solving and innovation, student responsibility, the professional growth of staff, and the inclusion of the community in school programs.

ATHLETES HANDBOOK

Shrewsbury High School's long and proud tradition of excellence in athletics is due to dedicated and responsible athletes and coaches.

It is a privilege to compete in high school athletics. As an athlete, before trying out for a sport, you have responsibilities that must be given careful consideration.

Athletics is a full time after-school activity. Your presence is required at every practice and game. You must arrange your after-school activities around the time schedule of the sport you have chosen. Work, clubs, driver training, etc. will either take a secondary position or be eliminated during competition. Your responsibilities as a team member take priority.

The Athletic Department will present this handbook as well as a forms packet to all athletes at the beginning of each season. Read it carefully! **Coaches will collect the completed medical forms, registration card, and participation agreement form which is to be signed by both parent and athlete before participation is allowed.**

ELIGIBILITY

Student athletes must follow all M.I.A.A. eligibility rules (Blue Book). Five major rules are listed below:

1. In order to compete in athletics, you must take and pass a minimum of four major subjects in the preceding quarter.
2. You must be under 19 years of age or turn 19 after September 1st of that year.
3. You must have passed a physical examination during the school year.
4. You must have turned in the "Athletic Participation Agreement" form.
5. Rule 100 (Formally Rule 6) of the M.I.A.A. will be in effect: "Bona fide" members of a school team are precluded from missing a high school practice or contest in order to practice or compete with an out-of-school team.

ATTENDANCE

- You are required to be at every practice and game on time unless injured or ill.
- If you will be missing from a game or practice due to the above reasons, you must notify your coach.
- If you will not be dressing for a game or practice due to injury, and you are not confined to a bed or home, you are required to be with your team at practice and game times.
- Students must be in attendance for at least 1/2 of the day to participate in the practice or event for that day. Three and a half hours constitute 1/2 day. Students tardy after or dismissed before 11:00 a.m. are marked absent for the day.
- If you are suspended from school, you are suspended from participation with your team. If suspension involves training rules, further action will be taken.

CONDUCT

All Student leaders, including captains, elected representatives, officers, and students appointed to leadership positions are expected to exhibit exemplary standards of behavior and act as role models for their peers throughout the school year, during vacations, and in the summer. Students leaders who are arrested and convicted for offenses other than routine traffic matters, suspended from school as a result of a serious discipline matter, or who, in the judgment of the high school administration, are not setting a standard of behavior consistent with their responsibilities and the expectations of Shrewsbury High School and the community, may lose their leadership position.

Athletes are in the public eye both on and off the playing field. Knowing this, you must conduct yourself accordingly. The actions of student-athletes are a direct reflection of themselves, their team, their school, and family. As an athlete you are expected to wear blue and gold with respect and pride in what it represents. "Good Sportsmanship" consists of respect for others and cooperation with teachers, coaches, teammates, and officials. Shrewsbury High School's long and proud tradition of excellence in athletics has always been based on pride in its players, coaches, and administrators.

BENCH CONDUCT

Leaving the bench to enter a confrontation is not permitted. Please be aware that such conduct will not be tolerated. If you leave the bench area to engage in a confrontation, suspensions or dismissal from the team will be forthcoming.

SPORTSMANSHIP

Taunting has become a major issue in high school athletics. Taunting includes any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates or threatens-- based on race, gender, ethnic origin or background-- and conduct that attacks religious beliefs, economic status, speech, size, family, special needs or personal matters.

Examples of taunting include but are not limited to: "trash talk," defined as verbal communication of a personal nature directed by a competitor to an opponent by ridiculing his/her skills, efforts, sexual orientation, or lack of success, which is likely to provoke an altercation or physical response; and physical intimidation outside the spirit of the game, including "in the face" confrontation by one player to another and standing over/straddling a tackled or fallen player.

TRAINING RULE

The cornerstone of athletics at Shrewsbury High has always been loyalty, pride, and discipline. When you make the decision to try out for a sport, you must be willing to conform to the code of discipline prescribed in this handbook. Discipline in and out of school reflects loyalty and pride in yourself, your team, your coach, and your school. The true athlete sees this as a privilege and not a restriction. Your coach will explain the rules to you at the beginning of each season. These rules are in effect seven days a week.

Stealing, any use of tobacco, vandalism, and physical violence will lead to suspension and possible dismissal from the team. Refer to the M.I.A.A. rule 64 in this handbook for further restriction as to drug use.

EQUIPMENT

Each season you will be issued equipment. The care, cleaning and return of this equipment is your responsibility. You will pay replacement costs for lost or stolen equipment. Failure to return or failure to pay for lost or stolen equipment may inhibit graduation requirements.

QUITTING THE TEAM

If you feel you cannot continue as a team member for any reason, you must go to the coach, tell him/her, and return all equipment.

Until you have completed all of the above, you cannot continue in Shrewsbury High Athletics. All awards will be withheld.

INJURIES

In accordance with the procedure for filing insurance claims, report all injuries immediately to the coaching staff and trainer.

Read and follow the Insurance procedure on the next page for filing and claiming all injuries received during the season.

ACCIDENTAL INJURY INSURANCE

The competitive nature of inter-scholastic and intramural sports contributes to a heightened risk of injury while involved in the athletic program. Thus, it is strongly recommended that all participating students are covered by health and dental insurance policies. If for some reason a student is not covered by both a health and dental policy, parents/students have the option of purchasing an accident insurance policy made available through the school department's accident insurance agent. The premium for this coverage is the responsibility of the parents/student. It is the responsibility of the parents/student to read and understand the coverage and limitations of this policy. The school department maintains an accident insurance policy only for those instances when a student does sustain an accidental injury while participating in the athletic program and does not have any insurance, or has a policy with minimal coverage. The school's accident insurance is both an "excess" and "primary" policy but does have limitations on coverage. If a student participates in the athletic program without adequate insurance, the parents/student assume the risk of injury and the financial implications of providing treatment given the limitations of the school department accident insurance policy. The school department accident insurance policy (coverage and limitations) is available for review by parents/students at the Central Office.

ACCIDENT REPORTING PROCEDURE

1. Students must report all injuries to their coach and athletic trainer.
2. The athletic trainer will complete an accident/injury form for the school records.
3. The athletic trainer will assess and treat injuries and refer students for a greater degree of care when appropriate.

INSURANCE CLAIM PROCEDURE

1. An accident claim form must be obtained from the Athletic Director/Athletic Trainer.

APPENDIX

Equal Opportunity and Access Chapter 622 - Title IX
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Shrewsbury High School is in compliance with Chapter 622 of the Acts of 1971 and Title IX of the Educational Amendments of 1972. Chapter 622 guarantees that all aspects of public school education must be fully open and available to members of both sexes and minority groups. No student may be excluded from any course, activity, service, or resource available in that school on account of the race, color, sex, religion, or national origin of the student. In addition, Mass. General Law, Chapter 76, Sec. V, prohibits discrimination based on a student's sexual orientation. Title IX of the Educational Amendments of 1972 insures that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any federally assisted program. For information, call the Assistant Superintendent of Schools (841-8400).

The following grievance procedure, which covers both Title IX and Chapter 622, was approved by the Shrewsbury School Committee:

- A. The Shrewsbury School System does not and will not knowingly discriminate against any student or employee on the basis of race, color, sex, religion, national origin, or sexual orientation.
- B. Any student or employee, believing that discrimination is occurring or is about to occur, shall write to the Superintendent of Schools, report the discrimination and schedule an appointment to discuss the grievance.
- C. The Superintendent shall schedule an appointment and hear the discrimination grievance within five working days following receipt of the letter.
- D. The Superintendent shall notify the complainant of his decision on the grievance within five working days following the appointment.
- E. If the Superintendent's decision is not acceptable, the complainant shall notify the Superintendent in writing and request a hearing with the School Committee.
- F. Upon receipt of a letter requesting a meeting with the School Committee, the Superintendent shall schedule an appointment on the Agenda of the next School Committee meeting in accordance with the School Committee voted policy that all agenda items shall be posted at least five days prior to the date of the meeting.
- G. The School Committee shall respond to the grievance within thirty days of the hearing.

SEXUAL HARASSMENT

I. STATEMENT OF POLICY

Shrewsbury Public Schools strive to meet the intellectual, emotional, cultural, physical and social needs of the entire school community. Students are encouraged to develop their maximum potential and to acquire the skills necessary to become mature, responsible and productive citizens. Faculty and staff members work in a professional environment to help students fulfill these goals. Sexual harassment is an unlawful and destructive behavior that interferes with education process and teaching, and therefore, will not be tolerated.

The purpose of this policy is to define sexual harassment, establish appropriate standards of conduct and set guidelines for recognizing and dealing with sexual harassment.

II. DEFINITION

G.L. Chapter 151C. Fair Educational Practices

The term “sexual harassment” means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:--(i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

Sexual harassment includes verbal and physical conduct related to gender or sexual preference that creates an intimidating, controlling, or hostile environment.

- Sexual harassment may include but is not limited to:
 1. unwelcome sexual advances or requests for sexual favors
 2. inappropriate touching, intentionally impeding movement, verbal comments, gestures or written communication of a suggestive or sexually derogatory nature; or intimidation based on gender or sexual preference
 3. continuing to express sexual interest after being informed that the interest is unwelcome (reciprocal attraction between peers is not considered sexual harassment)
 4. subtle pressure or requests for sexual activity
 5. leering or voyeurism
 6. displaying sexually suggestive pictures or objects anywhere in the work place

Sexual harassment may include conduct by men towards women, men towards men, women towards men, women towards women, employees towards supervisors, supervisors towards employees, employees towards citizens or vendors, and citizens or vendors towards employees. It may also include consensual sexual conduct by co-workers that is offensive or disadvantageous to a third party employee.

In addition, an employee's mistreatment of another employee away from work may be, or may become prohibited conduct if it is in any way associated with workplace conduct. Such mistreatment could include any conduct towards an employee outside of the workplace that would be prohibited in the workplace. Conduct including but not limited to following that

employee home without her or his consent, making repeated unwelcome sexual overtures by telephone or sending unwelcome sexual materials through the mail, may be prohibited conduct.

The above examples are not all inclusive. Conduct not described in these examples might constitute sexual harassment. A common sense question to ask yourself about any conduct is, "Would I want my spouse, child, sister, brother or parent to have to experience, see or listen to something like this?" If the answer is "No", then the conduct should be stopped.

No form of sexual harassment will be tolerated by the Shrewsbury Public Schools. Anyone found to have committed any form of sexual harassment will be disciplined, up to and including termination. All supervisors are expected to be alert to any possible sexual harassment and to take appropriate steps to eliminate and report the same. Supervisors found to have tolerated or condoned sexual harassment, or found to have failed to take appropriate actions to prevent sexual harassment will also be disciplined. Employees found to have knowingly made false accusations of sexual harassment will be disciplined up to and including termination.

Retaliation against any individual for reporting sexual harassment is unlawful, will not be tolerated, and will be treated with the same strict discipline as the harassment itself.

III. PROCEDURE

1. Every report of sexual harassment will be taken seriously and investigated in a timely fashion. Any investigation into allegations of sexual harassment must be conducted in the most confidential manner. Only those individuals with a need to know should be informed of the complaint. Witnesses identified by the complainant or the alleged harasser should be interviewed individually in circumstances that will encourage candid comments and protect confidentiality.
2. Any individual who believes he/she has been the subject of sexual harassment should, whenever possible, meet the harasser personally in order to resolve the issue on an informal basis. This may be done with or without a school official present. This type of communication is important since an individual may be unaware that he/she has crossed the line between propriety and sexual harassment.
3. If the complainant does not want or is unable to deal directly with the alleged harasser, he/she should immediately report the incident to an administrator or an adjustment or guidance counselor. Students are encouraged to discuss the incident with the school counselor/psychologist. All cases of sexual harassment must be reported to the building principal. All cases involving a staff member will be reported to the Assistant Superintendent.
 - a. An administrator at the appropriate level or counselor will meet with the complainant and the alleged harasser to work out an informal resolution. The incident and its resolution will be written up by the school official. It will be given to each party and a copy will be kept in a file.
 - b. If the complainant is unable to meet with the alleged harasser, the administrator or counselor should assist the complainant in drafting a letter clearly describing the following:
 1. the incident/behavior and when and where it occurred
 2. how the complainant felt as a result of the behavior (embarrassed, humiliated, angry, etc.);
 3. a request that the behavior cease immediately.

4. the letter should be signed and dated by the complainant. A copy of the letter should be given to the alleged harasser, to the complainant and filed by the school official.
 5. the alleged harasser should be encouraged to apologize personally or by letter to the complainant or to write a letter refuting the allegations.
4. In the case of serious or repeated incidents of sexual harassment requiring a formal investigation, the following shall be implemented:
 - a. Have a supportive staff member of the complainant's choice present with the complainant at all discussions regarding the case. The alleged harasser will also have the opportunity to choose an individual (union representative, attorney, etc.) to assist or represent him/her.
 - b. An administrator at the appropriate level will complete the investigation promptly. If the complainant is not supported, that decision will be carefully explained to the complainant and the alleged harasser. If the complaint is supported, such action is necessary will be taken to admonish the harasser, alleviate the complainant's concerns, and prevent further harassment.
 - c. In serious cases, or in cases where harassment does not stop after warning, appropriate disciplinary sanctions will be imposed up to and including suspension or dismissal. When appropriate, the alleged harasser will be referred to psychological counseling.
 - d. If the conduct involves violation of law, the matter will immediately be reported to the appropriate authorities by the school administration.
 - e. Retaliation or threats of retaliation upon the complainant are unlawful and will not be tolerated.
5. The initiation of a complaint in good faith will have no detrimental effect on the complainant's standing or evaluation in the school in any way.
6. If a complainant cannot utilize any aspect of the procedure detailed above because the alleged harasser is involved in the procedure, the complainant should contact the Superintendent of Schools. Complaints about the behavior of be reported to the Chairperson of the Shrewsbury School Committee.
7. Individuals wishing to contact a state or federal employment discrimination enforcement agency may write or call one of the following:

Equal Employment Opportunity Comm.
One Congress St.
Boston, MA 02114
(617) 565-3200

Mass. Commission Against Discrimination
One Ashburton Place, Rm. 601
Boston, MA 02108
(617) 727-3990

Contact persons in the district:

High School Principal

High School Assistant Principals

School Nurse
School Psychologists
Guidance Counselors

2. Invoices not paid by your insurance company must be submitted along with the claim form.
3. Claimants are responsible for providing and submitting all required documentation to the insurance company.
4. The school department (Town of Shrewsbury) does not provide direct reimbursement or supplemental coverage to claimants for medical or accident related expenses.

PHILOSOPHY AND PURPOSE

The M.I.A.A. recognizes the use of chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of chemicals for some adolescents affects not only extracurricular participation and development of related skills but also family, team members or other significant persons in the life of the adolescent.

Rule #64 now applies to all athletes competing in Massachusetts Interscholastic Athletics (members of the Massachusetts Interscholastic Athletic Association.)

During the season of practice or play, a student shall not (regardless of the quantity) use/consume, possess, buy/sell or give away any beverage containing alcohol, tobacco, marijuana or any other controlled substance. It is also a violation to host a party where alcohol is being consumed. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. Any athlete under the influence of or in possession of illegal drugs on school grounds or at a school sponsored activity faces expulsion from Shrewsbury High School.

FIRST VIOLATION

PENALTY: When the Principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility for the next two (2) consecutive interscholastic events, or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program. The student may be required to attend practice sessions during the discipline period.

SECOND AND SUBSEQUENT VIOLATIONS

PENALTY: When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violation has occurred, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events or the next twelve (12) consecutive weeks, whichever is greater, in which the student is a participant.

If after the second or subsequent violation, the student on his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in M.I.A.A. activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of chemical dependency treatment center.

Penalties shall be cumulative each academic year, but a penalty period will not extend into the next academic year.